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FROM : Assistant Chief
Finance Division

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 DATE: 1978 30 BY: 213

Since the pertinent procedures must be initiated promptly in order to comply with existing law and the applicable Executive Order, it will be appreciated if you will make a prompt review of the attached draft and present your suggestions and recommendations at an early date. Consideration should be given to the need for issuing these regulations and procedures in the form of an Administrative Order or Instruction. In this connection, it is to be noted that all travel and transportation of effects including the movement of dependents must be properly approved by the head of the agency or by some other official to whom such authority has been properly delegated before direct costs may be paid or reimbursement effected.

Your usual prompt attention to this matter will be appreciated.

Assistant Chief
Finance Division

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cc: Mr. Houston